

Minutes of Regular Meeting Of Homecroft Town Council

Thursday March 28, 2019 - 7:00 P.M.
Homecroft Town Hall
1400 Tulip Dr.
Indianapolis, IN 46227

Present:

Mrs. Kyle Jones - Council President
Mr. Tim Eickhoff - Council Member
Mr. Kevin Kehlbeck - Clerk/Treasurer
Mrs. Susan Fleck - Council Member

Mr. Robert Lutz - Town Attorney
Chief John Ryan, Jr. - Homecroft P.D.
Mr. Zachary Frizzell - Council V.P.

President Jones called the meeting to order at 7:00 PM, and the Pledge of Allegiance was recited.

The Clerk/Treasurer's report:

1. A motion was made by Mr. Frizzell to approve the February 21, 2019 minutes for Regular Council Meeting; motion was seconded by Mr. Eickhoff. The motion carried.
2. A motion was made by Mr. Frizzell to approve the Claims for February 22, 2019 thru March 28, 2019. Mr. Eickhoff seconded the motion. The motion carried.
3. A motion was made by Mr. Eickhoff to approve Additional Appropriation for the GEN Fund for 2019 in the amount of \$40,269. (**Resolution attached**) Mr. Frizzell seconded the motion. The motion carried.
4. A motion was made by Mr. Frizzell to create State and City Grant Funds for the up-coming Maynard Dr. Improvement Project. Mrs. Fleck seconded the motion. The motion carried.
5. A motion was made by Mrs. Fleck to transfer MVH funds to the State Grant fund for the town's matching portion (\$143,408.63). (This will occur after grant monies are received). The transfer will use MVH-Restricted funds first, and the balance from the MVH fund. Mr. Frizzell seconded the motion. The motion carried.

Public Works Report -

Susan Fleck

1. Maynard Drive Improvements Project update: **See Report Attached.**
2. Apparent sink- hole forming on Orinoco south of Maynard. Checking with Citizens Energy to see if a water main/sewer issue.
3. A motion was made by Mr. Frizzell to approve engineering fees for the upcoming **Maynard Dr. Improvement Project** (\$65,000). Project scope and billing from Crossroads Engineers, PC attached. Mr. Eickhoff seconded the motion. The motion carried.

Special Projects Report -

Zachary Frizzell

1. Newsletter being updated – Easter Egg Hunt to be published on Nextdoor and Town Web sites.

Police Department Report -

Tim Eickhoff

1. Body Armor Grant approved and in process.

Chief Ryan –

Upcoming events: Easter Egg Hunt – Saturday, April 20, 2019 at 2:30 pm.

Other Old/New Business – None at this time.

Old –

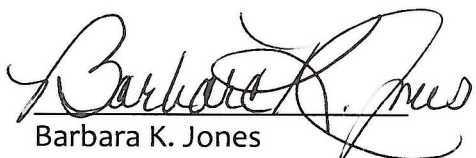
New – Regional Census Representative to visit with Mr. Frizzell.

Public Comments –None

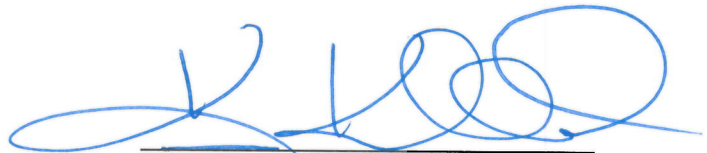
Council President Remarks - None **Barbara Jones**

A motion to adjourn the meeting was made by Mr. Frizzell @ 7:51 pm; the motion was seconded by Mrs. Fleck. The motion carried.

Next Meeting: –Thursday, April 18, 2019 – 7:00 PM, Homecroft Town Hall. (changed from original date-notice posted on Town Hall front door)



Barbara K. Jones
Homecroft Town Council President



Kevin Kehlbeck
Homecroft Clerk/Treasurer

Additional Appropriation Resolution - 2019

Whereas, it has been determined that it is now necessary to appropriate more money than was originally appropriated in the annual budget; now therefore:

Sec. 1. Be it resolved by the Town Board of The Town of Homecroft, Marion County, that for the expenses of the taxing unit, the following additional sums of money are hereby appropriated out of the funds named and for the purposes specified, subject to laws governing the same:

Fund Name: GEN (101)	AMOUNT REQUESTED	AMOUNT APPROVED BY FISCAL BODY
Major Budget Classification:		
Other Services (Police) (1375)	\$ 35,269	\$ 35,269
Computer (1211)	\$ 5,000	\$ 5,000
TOTAL for GEN (101) Fund:	\$ 40,269	\$ 40,269


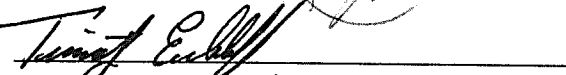


Adopted this ____28th____ day of ____March____, 2019.

☒ AYE ☐ NAY Barbara Jones

☒ AYE ☐ NAY Timothy Eickhoff

☒ AYE ☐ NAY Susan Fleck

☒ AYE ☐ NAY Zachary Frizzell

ATTEST:

Dated March 28, 2019



Kevin Kehlbeck
Clerk/Treasurer – Town of Homecroft

3.28.19 Board Report
Susan Fleck

Our Community Crossings Matching Grant request for \$634,476.75 from the INDOT was approved. Combine that with \$143,408.63 we received from the City and the \$143,408.63 the Town will kick in and we have our \$921,294.01 project. (We built in a \$10,000 cushion.)

CrossRoad Engineers proposal for design work and project oversight of the Maynard Drive Improvement Project. Their services include topographic survey, road design, contract documents/bidding and construction administration. It is in agreement with what we put in our proposal to Indianapolis Department of Public Works grant. I move we approve this proposal.

Next in line is finding money to upgrade Orinoco.

Meeting scheduled with Chris Sampson on April 10 to bring him up to date on the Maynard project, discuss Orinoco, and talk about the shelter.

Earlier this week I drove the streets and asked Chris Huels to fill potholes at the following locations: Orinoco at the corners of Southview and Maynard; Maynard at 1008, 1166, 1345, 1407; Tulip at 1672 and 1700 and where it turns onto Homestead; Loretta at 1409 and 1440 and at the corner house with the actual address of 6522 Madison. There is one just south of that house on the Loretta side.

Received a call from City Councillor John Wesseller telling me of a tree limb hanging in the street at 1739 Southview. It is located between the sidewalk and street. He says he talked to the residents and all they did was push it back because they said it isn't on their property. He says there is always a car parked across the street and if people swerve to miss the branch they will hit the car and vice versa. I don't know who it belongs to but I asked Chris Huels to clip it off.

March 22, 2019

Ms. Kyle Jones
Council President
Town of Homecroft
PO Box 47123
Indianapolis, IN 46247



Re: 2019 Maynard Drive Improvements
Engineering Services Fee Proposal

Dear Kyle:

Based on our conversations with the Town, our current knowledge of the project areas, and of the project scope detailed in the Indianapolis DPW NIP Funding Application and INDOT CCMG Funding Application, we have prepared this scope fee proposal for your review. This scope to the project will be locally funded through the Town of Homecroft.

The following information has been prepared and is included herein:

- I. Project Description
- II. Scope of Professional Services
- III. Proposed Fees

We are ready to begin and would like to thank you for this opportunity to continue our involvement on the proposed project for the Town of Homecroft. If you should have any questions or need any further information, please do not hesitate to call me at (317) 780-1555 ext. 140.

Sincerely,

CrossRoad Engineers, PC

A handwritten signature in dark ink, which appears to read "William Hall II", is written over a horizontal line.

William Hall II, P. E.
Vice President

Please signify your acceptance by signing below:

Kyle Jones

Date

2019 MAYNARD DRIVE IMPROVEMENTS

CrossRoad Engineers, PC

I. PROJECT DESCRIPTION

This project involves road improvements to Maynard Drive from Shelby Street to Madison Avenue. More specifically, the project will include mill and overlay with areas of full-depth HMA patching and joint repair, areas of concrete sidewalk and curb ramp replacement, and minor drainage improvements with added inlet installation next to existing inlets from Shelby Street to Orinoco Avenue and from Dresden Street to Madison Avenue. Also, the project will include total road reconstruction and concrete curb replacement with areas of concrete drive approach, sidewalk and curb ramp replacement, and minor drainage improvements with added inlet installation next to existing inlets from Orinoco Avenue to Dresden Street.

Included in this proposal is a description of the engineering services necessary for the complete development of the proposed improvements. These services include topographic survey, road design, contract documents and bidding, and construction administration.

II. SCOPE OF PROFESSIONAL SERVICES

1. Topographic Survey

Topographic survey will be necessary from Shelby Street to Madison Avenue for the design of the Maynard Drive road improvements. This work will generally be as necessary to determine the limits of mill and overlay, pavement patching, and drive and sidewalk replacement within the blocks of Shelby Street to Orinoco Avenue and Dresden Street to Madison Avenue. This work will generally be as necessary to design the road profile and determine limits of the road reconstruction, and drive, sidewalk and curb ramp replacement within the block of Orinoco Avenue to Dresden Street. Also, this work will include mapping the vertical and horizontal location of the existing storm sewer within Maynard Drive from Shelby Street to Madison Avenue. This work will not include any potholing or vertical locating of existing underground public and private utilities.

2. Road Design

Design of the Maynard Drive road improvements will be included in this task. Design and construction plans will be prepared in accordance with the City of Indianapolis DPW standards and guidelines, and using INDOT standards where applicable. CrossRoad Engineers will submit plans to the Town for review at the following milestones:

- Field Check Plans (Approximately 75% complete)

No public information meetings are included in this phase. It is expected that the construction plans for this project will include all necessary plan sheets to detail the road improvements, including but not limited to, Maintenance of Traffic and Construction Phasing Plans; however, this phase will not include lighting design, landscaping design, or utility design.

The minor drainage improvements that will be included in the project will be accomplished by adding additional inlets to connect to existing storm inlets. The design will not include any hydrologic or hydraulic calculations, or storm sewer and inlet design.

It is anticipated that the project will result in less than one acre of land disturbance; and as such, it is not anticipated that Marion County Soils and Water approval and IDEM Rule 5 permit will be required.

Due to the nature of the project, it is anticipated that there will be no conflicts with existing utilities; therefore, no utility coordination efforts are included in this design phase. Utility coordination services during the construction phase of the project will be provided as needed on an hourly basis.

3. Contract Documents and Bidding Phase

Following the Town Council's approval of Field Check Plans, final bid documents will be prepared, including construction plans, project specifications and final engineer's estimate. Bidding documents will be prepared in accordance with all applicable State Board of Accounts requirements. It is anticipated that the bidding document will be prepared with the use of "front end" information and documents provided by the Town, or if this information is not available, CrossRoad Engineers will work with the Town to create the necessary documents. A CrossRoad Engineers representative will also attend and prepare agendas and minutes as necessary for the pre-bid meeting, and bid opening. CrossRoad Engineers will evaluate the submitted bid packages, and will provide the Town with bid tabulations and a recommendation to award letter.

4. Construction Administration

Following the Town Council's award of the project, a CrossRoad Engineers representative will attend and prepare an agenda and minutes for a pre-construction meeting with the selected contractor. CrossRoad Engineers will then perform Construction Administration services through the construction of the project. These administration efforts would include: three (3) progress meetings and associated meeting agendas and minutes; review shop drawings from the contractor; marking limits of full-depth pavement patching, and areas of curb, sidewalk, and drive replacement; and weekly site inspections to verify conformance. During the construction of the project, we have budgeted an average of 10 - 15 hours per week (based on an estimated construction duration of 8 - 12 weeks) for the Resident Project Representative for site inspections. CrossRoad Engineers will also complete project closeout documentation as required by Indy DPW NIP and INDOT CCMG requirements. Construction Administration services will be provided on an hourly

basis, at the rates included in Attachment "A", with a not to exceed amount listed in Section III – Proposed Fees.

5. Method for Payment of Engineering Fees

During this work, progress invoices will be prepared for the portions of the work done to date based on the Proposed Fees included in Section III of this document and the hourly rates included in Attachment "A". These invoices will be submitted by the 5th of each month and will become due by the 30th of that same month. Invoices not paid within 30 days after submission to you will accrue interest at a rate of 1.5% per month.

6. Understandings

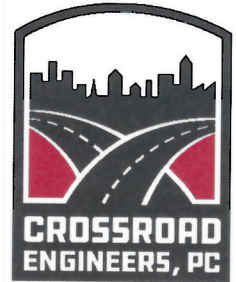
For additional services not covered herein, the work will be performed as authorized by you at a mutually agreed upon rate. Costs incurred due to agency applications for review and approval, postage for plan distribution, public notifications, and any other direct costs shall be invoiced separately as a reimbursable with a 15% administrative charge. Construction administration mileage shall be invoiced separately as a reimbursable at the rate indicated in Attachment "A". Payment for these items will not be the responsibility of CrossRoad Engineers. Acceptance of this proposal is inclusive of the Terms and Conditions included herein.

III. PROPOSED FEES

TASK DESCRIPTION	PROJECT LOCATION
	Maynard Drive – Shelby to Madison
1. Topographic Survey	\$10,000
2. Road Design	22,500
3. Contract Docs and Bidding Phase	7,500
4. Construction Administration (Hourly – Not to Exceed)	25,000
CONTRACT TOTAL	\$65,000

ATTACHMENT "A"

HOURLY BILLING RATES



PERSONNEL CLASSIFICATION

HOURLY RATE

DESIGN

Director	\$	155.00
Senior Project Manager		135.00
Project Manager		120.00
Project Engineer		105.00
Assistant Project Engineer		90.00
CADD Manager		105.00
CADD Technician		90.00
Assistant CADD Technician		75.00
R/W Manager		110.00
R/W Buyer		155.00

INSPECTION

Director	\$	155.00
Resident Project Representative		120.00
Asst Resident Project Representative		110.00
Project Inspector		100.00
Assistant Project Inspector		80.00

SURVEY

Survey Manager	\$	125.00
Assistant Survey Manager		90.00
Survey Crew – 1 Man		110.00
Crew Chief		90.00
Field Man		70.00
Researcher		85.00
Survey Technician		90.00

MISCELLANEOUS

Mileage (per mile)	\$	0.52
Other Direct Costs		at cost +15%

Rates Effective through December 2019

CROSSROAD ENGINEERS, PC

3417 SHERMAN DR, BEECH GROVE, IN 46107 // 317.780.1555 // CROSSROADENGINEERS.COM



INDIANA DEPARTMENT OF TRANSPORTATION

100 North Senate Avenue
Room N758
Indianapolis, Indiana 46204

PHONE: (855) 463-6848
FAX: (317) 234-8365

Eric Holcomb, Governor
Joe McGuinness, Commissioner

March 26, 2019

Town of Homecroft
1437 Maynard Drive
Indianapolis, IN 46227

RE: Community Crossings Matching Grant Fund 2019-1

Dear Ms. Fleck:

Congratulations!

The Indiana Department of Transportation (INDOT) has completed the review and selection of projects for funding in the 2019-1 Community Crossings Matching Grant Fund Program. Your community has preliminarily been awarded **\$634,476.75** in Community Crossings Matching Grant Funds based upon your estimates for your priority project application number(s) **5181, 5754**.

Preliminary award amounts are contingent upon the following:

- INDOT must receive a copy of the fully-executed contract with a contractor or material supplier.
- Contractor/material supply contracts must be submitted to INDOT **prior to July 1, 2019**. Failure to meet this date will result in the forfeiture of your funds.
- Local Public Agency (LPA) must sign and return the LPA-INDOT Grant Agreement **prior to May 31, 2019**. Signatures cannot be over 30 days old once it reaches the Attorney General's Office. Failure to meet this will result in forfeiture of your funds.
- Once all documentation listed above is received, reviewed, and contracts fully executed INDOT will transfer the agreed upon contract amount into your account.

The Community Crossings Matching Grant Funds, which are administered by INDOT, will be used for funding 75 percent of the construction of your project or the purchase of materials. These grant dollars will enable you to help build and improve Indiana's infrastructure.

If you have any questions, please contact Cassandra Hudson, Local Programs Director at the Greenfield District at (317) 467-3413 or chudson1@indot.in.gov.

The state of Indiana looks forward to partnering with all Hoosier communities, both urban and rural, to invest in road and bridge infrastructure projects. Improvements to local roads and bridges will bring about economic development, create jobs, and strengthen local transportation networks for all of Indiana.

Sincerely,

Eric Holcomb

Eric J. Holcomb, Governor

Joe McGuinness

Joe McGuinness, INDOT Commissioner

CONGRATULATIONS



Grant Award Recipient

Homecroft

March 2019

*Eric
Holcomb*

Eric J. Holcomb, Governor

Joe McGinness

Joe McGinness, Commissioner



Community Crossings is a partnership between INDOT and Hoosier communities to invest in road and bridge infrastructure projects that support economic development, create jobs, and strengthen local transportation networks.

N NextLevel
INDIANA